



**Franklin City Council Agenda
May 23, 2022
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Compensation Study Briefing

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Introduction of New Employees
- B. Star Performer Recognition
- C. Approval of May 9, 2022 meeting minutes
- D. Resolution Recognizing the Retirement of Leslie Pearce 2022-13
- E. Resolution in Honor of EMS Week 2022-14
- F. Resolution in Honor of Public Works 2022-15

2. OLD/ NEW BUSINESS:

- A. Public Hearing Ward 2 and Ward 5 Franklin City School Board Nominations
- B. School Roof Project Update
- C. HOME Loan Forgiveness
- D. Personnel Policy 202 Pay Administration
- E. ICMA Code of Ethics
- F. City Manager's Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

4. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Industrial Development Authority, HRPDC Community Advisory Committee, and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property on Morton Street.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding, Sanford vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on May 23, 2022; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

5. ADJOURNMENT

FORM B

**STAR PERFORMER AWARD
NOMINATION FORM**

To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award
(type or print)

Name of Nominee: _____

Job Title: _____

Department: _____

Immediate Supervisor: _____

I am nominating the above for the STAR Performer award because:

I consider this employee's performance above the expectations of his or her job because:

Name of person making nomination _____

Date of nomination _____

Endorsing Signature and any comments _____

Form B page 2

This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.

In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:

Demonstrated Traits	Degree
A positive attitude	
A cooperative spirit with fellow employees	
Personal initiative	
Excellent job performance	

Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Department Head

MINUTES FROM THE MAY 9, 2022 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a regular City Council meeting on May 9, 2022, at 7:00 PM in the City Council Chambers located at 207 West Second Avenue, Franklin, VA 23851.

Council Members in Attendance: Frank Rabil, Mayor; Bobby Cutchins, Vice Mayor; Councilman Linwood Johnson (arrived at 7:05 PM); Councilwoman Wynndolyn Copeland; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager and A'Risha Jones, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS; Robert Porti, Deputy Chief of Police; Dinah Babb, City Treasurer; Selenia Boone, Commissioner of the Revenue; Sarah Rexrode, Director of Social Services; Zachary Wright, Director of Power & Light; Sammara Green-Bailey, Director of Parks & Recreation; Carson Blythe, Director of Tourism; Tracy Spence, Director of Finance; Chad Edwards, Director of Public Works; Jennifer Maynard, Registrar; Officer Ronrico Calhoun, Franklin City Police; Officer David Worth, Franklin City Police

Call to Order

Mayor Frank Rabil called the May 9, 2022 City Council meeting to order at 7:00 PM

Citizen's Time

Mr. Brian Wade of 205 Southampton Road, Franklin, Virginia addressed the Council to implement ranked choice voting for future elections for the Mayor and the City Council members as well as redistricting maps, Mr. Wade referred to fairvotes.org for this information. Mr. Wade stated there should be citizen lead redistricting committee formed to represent the wards the citizens reside in. This would be in hopes of avoiding gerrymandering. Mr. Wade would like the City to have a recycling plant.

Ms. Audrey Lee of 507 Vaughans Lane, Franklin, Virginia stated that Councilman Mark Kitchen of her ward did reach out and Ms. Lee feels that Map C is the best option for the City. Ms. Lee stated that she is serving as an advocate for some of the residents of Berkley Court. The residents have concerns with the lack of smoke detectors and fire extinguishers in the apartments, there is concern of sewage back up, lack of air conditioning and heat, broken appliances, as well as no pest control.

Ms. Gail Jones of 653 Cameron Street, Franklin, Virginia, surrendered her time to Ms. Audrey Lee.

Ms. Audrey Lee of 507 Vaughans Lane, Franklin, Virginia had questions for the Council if the conditions of Berkley apartments along with the explosion that occurred, if this constitutes unlivable conditions for the residents.

Amendments to the Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

Councilman Gregory McLemore asked to amend the agenda to discuss information that has not been given to the public in regards to Berkley Court.

Mayor Frank Rabil entertained a motion to amend the agenda to discuss Berkley Court. Councilman Linwood Johnson made a motion to amend the agenda with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated the motion carried unanimously.

City Manager Amanda Jarratt stated that there is a portion of the City Managers Report regarding Berkley Court, the amendment of the agenda could go there. Mayor Frank Rabil and Councilman Gregory McLemore agreed.

Consent Agenda

Introduction of New Employees

City Manager Amanda Jarratt asked Chief Steve Patterson of the City of Franklin Police Department to introduce two new employees with the Police Department.

Chief Steve Patterson addressed the Council and City Manager to introduce Officer Ronrico Calhoun, whom completed a career in the United States Army. The Franklin Police Department is looking forward to a long career partnership with Officer Calhoun. Also starting with the Franklin Police Department is Officer David Worth. Officer Worth spent some time with the Southampton County Sherriff office, went to the Newport News shipyard for some time, came back, worked with Bobby's Tires for some time, and wanted to come back to the field that Officer Worth loves to do the most, the Police Department is looking forward to working with Officer Worth.

Mayor Frank Rabil stated that the City is happy to have Officer Calhoun and Officer Worth as a part of the team and thanked them for their service.

Approval of April 25, 2022 Minutes from Regular City Council Meeting

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the April 25, 2022 regular City Council meeting.

Mayor Frank Rabil entertained a motion to approve the minutes from the April 25, 2022 regular City Council meeting minutes. Councilman Linwood Johnson made a motion to approve the April 25, 2022 regular City Council meeting minutes with a second from Council Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated the motion carried unanimously.

National Police Week Resolution #2022-10 (Read by Councilman Mark Kitchen)



National Police Week
Resolution # 2022-10
May 11 - 17, 2022

WHEREAS, the United States Congress and President declared May 15th as Peace Officers Memorial Day and the week in which it falls as Police Week; and

WHEREAS, the City of Franklin, Virginia joins the Nation in honoring the memory of those officers who have made the ultimate sacrifice in service to their communities; and

WHEREAS, the City of Franklin, Virginia would like to express its gratitude to the City's law enforcement officers for their contributions in making Franklin, Virginia a great place to live.

NOW, THEREFORE, I, Frank M. Rabil, Mayor of the City of Franklin, Virginia, do hereby proclaim May 11-17, 2022, as National Police Officer Memorial Week, and call upon all residents to express their gratitude to law enforcement officers for their contributions in keeping Franklin safe.

Signed this day 9th day of May 2022

Frank Rabil, Mayor
City of Franklin, Virginia

Mayor Frank Rabil entertained a motion to approve the National Police Week Resolution #2022-10. Councilman Mark Kitchen made a motion to approve the National Police Week Resolution #2022-10 with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated that the motion carried unanimously.

Foster Care Month Resolution #2022-11 (Read by Councilman Gregory McLemore)



**Foster Care Month
Resolution #2022-11**

WHEREAS, Virginia’s children and youth are our hope for the future, and we assert that all children deserve a safe, loving, stable, and nurturing family; and,

WHEREAS, families, serving as the primary providers of love, identity, self-esteem, and support, are the very foundations of our communities and our Commonwealth; and,

WHEREAS, a child’s success is best supported in a child welfare system that is family-focused, child-centered, and community-based; and preserving families is the primary goal of the child welfare system; and,

WHEREAS, the COVID-19 pandemic increased the previously existing strains on the foster care system; and,

WHEREAS, the launch of the Safe and Sound Task Force seeks to end the practice of hundreds of children sleeping in local Departments of Social Services offices, hotels or emergency rooms unnecessarily and make systematic improvements to Virginia’s foster care system; and,

WHEREAS, while Virginia has over 4,300 children and youth age 18 and younger in foster care, there are at least 3,600 children and youth supported by a network of thousands of dedicated, approved kinship, foster and adoptive families; and,

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WHEREAS, restoring and supporting birth families with tangible and emotional support are proven ways to preserve families and prevent children from coming into foster care; and,

WHEREAS, kinship families and foster families play a critical role in serving as a support, not a substitute, for the parents of children in foster care to make family reunification possible; and,

WHEREAS, kinship, foster and adoptive families need continuing support once a child has been placed in their care; and Virginia needs more kinship, foster, and adoptive families who will accept children who have higher levels of needs or are part of a sibling group; and,

WHEREAS, many kinship families and foster families create permanency for children in foster care through adoption when those children cannot be safely reunified with their birth families; and,

WHEREAS, the challenges facing Virginia’s foster care system cannot be solved through a government approach alone; and,

WHEREAS, through partnerships among kinship, foster and adoptive families, child welfare staff, and public and private child-serving organizations, efforts are made to ensure that voices are heard and support offered for youth at every step of their foster care journey, including helping young adults successfully transition to independence; and,

WHEREAS, we honor and celebrate the enduring contributions of kinship, foster and adoptive families during National Foster Care Month and recognize the outstanding service and commitment kinship, foster and adoptive families provide to Virginia’s children and youth, while recognizing that foster care supports entire families;

NOW, THEREFORE, I, Frank Rabil, Mayor of the City of Franklin, Virginia do hereby recognize May 2022 as **FOSTER CARE MONTH**, and I call this observance to the attention of our citizens.

Signed this day 9th day of May 2022

Frank Rabil, Mayor
City of Franklin, Virginia

Mayor Frank Rabil entertained a motion to approve the Foster Care Month Resolution #2022-11. Councilman Mark Kitchen made a motion to approve the Foster Care Month Resolution #2022-11 with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

- Councilman Linwood Johnson Aye**
- Councilwoman Wynndolyn Copeland Aye**
- Councilman Mark Kitchen Aye**
- Councilman Ray Smith Aye**
- Councilman Gregory McLemore Aye**
- Mayor Frank Rabil Aye**
- Vice Mayor Bobby Cutchins Aye**

Mayor Frank Rabil stated that the motion carried unanimously.

City Manager Amanda Jarratt called upon the citizens of Franklin to become foster parents, and to contact the City of Franklin Department of Social Services at (757) 562-8515. Mayor Frank Rabil stated that now there are no foster parents within the City limits.

Adult Abuse Prevention Month Resolution #2022-12 (Read by Councilwoman Wynndolyn Copeland)



**Adult Abuse Prevention Month
Resolution #2022-12**

WHEREAS, there are currently nearly 1.9 million Virginians age 60 or older, a number that will increase to 2.2 million in 2030; and,

WHEREAS, during fiscal year 2021, Virginia Adult Protective Services received over 39,000 reports of adult abuse, neglect, and exploitation, a five percent increase from the previous year; and,

WHEREAS, older Virginians and Virginians with disabilities may become targets for abuse, which can occur in families and communities of all social, economic, racial and ethnic backgrounds; and,

WHEREAS, there are many government-supported programs that provide vital services to older Virginians and Virginians with disabilities, including a 24-hour hotline, crisis intervention, emergency shelter, home-based and community services, public education, and legal advocacy; and,

WHEREAS, the Virginia Department for Aging and Rehabilitative Services, home to the State Adult Protective Services Division, works collaboratively with state and local partners across the Commonwealth to help older Virginians and Virginians with disabilities live free of abuse, neglect, or exploitation;

NOW, THEREFORE, I, Frank Rabil, Mayor of the City of Franklin do hereby recognize May 2022 as **ADULT ABUSE PREVENTION MONTH**, and I call this observance to the attention of our citizens.

Signed this day 9th day of May 2022

Frank Rabil, Mayor
City of Franklin, Virginia

Mayor Frank Rabil entertained a motion to approve the Adult Abuse Prevention Month Resolution #2022-12. Councilman Linwood Johnson made a motion to approve the Adult Abuse Prevention Month Resolution #2022-12 with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilwoman Wynndolyn Copeland Aye

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Councilman Mark Kitchen Aye
Councilman Ray Smith Aye
Councilman Gregory McLemore Aye
Mayor Frank Rabil Aye
Vice Mayor Bobby Cutchins Aye

Mayor Frank Rabil stated that the motion carried unanimously.

Budget Amendment 2022-20

City Manager Amanda Jarratt asked Tracy Spence, Director of Finance to come forward to discuss Budget Amendment 2022-20.

Ms. Tracy Spence, Director of Finance stated that Budget Amendment 2022-20 is to recognize revenue and appropriate such revenue for use for the Beautification Commission and the second item in the amount of \$56,687 to recognize additional Federal revenue from the Department of Behavioral Health & Developmental Services and appropriate such revenue for use to the Children’s Center.

Mayor Frank Rabil asked if the second item was a grant, Ms. Spence confirmed that it is a grant. Councilman Gregory McLemore asked why if the Children’s Center is a privately run facility, City Manager Amanda Jarratt stated that they are federally appointed group that is for at risk children.

Mayor Frank Rabil asked any desired action from Council. Councilman Linwood Johnson made a motion to adopt Budget Amendment 2022-20 with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye
Councilwoman Wynndolyn Copeland Aye
Councilman Mark Kitchen Aye
Councilman Ray Smith Aye
Councilman Gregory McLemore Aye
Mayor Frank Rabil Aye
Vice Mayor Bobby Cutchins Aye

Mayor Frank Rabil stated that the motion carried unanimously.

Fiscal Year 2023 Budget Adoption

City Manager Amanda Jarratt stated that the budget adoption holds the tax rate at \$1.03 and provide implantation of capital improvement projects, 3% COLA, 2% merit increase to City employees, increase the minimum wage paid by the City of Franklin to \$13.00 a hour. This does not take money from the

unassigned fund balance due to the borrowing that will be done over the next two fiscal years; it does utilize non-sustainable funds from several of the enterprise funds.

Mayor Frank Rabil asked Council if there were any questions, discussion or desired action.

Councilman Linwood Johnson asked if this will included the tax for used cars, City Manager Amanda Jarratt stated that will be during another public hearing. She is currently working with Ms. Selenia Boone, Commissioner of the Revenue regarding those rates.

Mayor Frank Rabil thanked City Manager Amanda Jarratt and City staff for working on and implementing the budget. City Manager Amanda Jarratt also thanked the staff and Department Heads for their hard work.

Councilman Gregory McLemore made a motion to approve the Fiscal Year 2023 Budget Adoption with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated that the motion carried unanimously.

Old/New Business

Redistricting

City Manager Amanda Jarratt stated that City Council conducted two public hearings for the City of Franklin redistricting proposal. There are three maps up for Council consideration.

Mayor Frank Rabil stated that to conduct this proposal formally and an outline to follow the proceedings correctly. Council members can either reintroduce or renew the motion. Councilman Mark Kitchen asked if there would be time for discussion. Mayor Frank Rabil stated that Council would have a moment for discussion.

Councilman Gregory McLemore renewed the motion to adopt option Map C for redistricting with a second from Councilwoman Wynndolyn Copeland.

Vice Mayor Bobby Cutchins stated that at times people could be insensitive, toxic, and disrespectful when trying to present something. There is a better understanding on which way to vote and it is time for the City of Franklin to come together.

Councilman Mark Kitchen stated that he respects the opinions of the residents in Ward 1 as other wards. However the vote may turn, there is hope that there will be peace and tranquility, stopping the fighting and arguments, and shake hands at the end of night and go home in peace.

Councilman Linwood Johnson stated in order for the City to move forward, we must have growth and development, citizens must work together on issues and in the end, and we are collectively working together for peace and development of the City to move forward. We must work together to heal the City, without that the City will not be able to grow.

Councilman Gregory McLemore stated that he cares about all the residents of the City of Franklin, and wants what is fair to the majority of the people; there is hope that the Council will see what is fair to do and vote for the map that represent the majority and that being Map C.

Mayor Frank Rabil stated that in the spirit and as an example of this Council and other Council with the hope that the vote will stop the bickering, name calling, start using the collective “we” for things instead of the “I” did so, the backstabbing, there is hope the healing not only happens in the community but also with the Council and Council members to come.

Mayor Frank Rabil stated there is a motion to renew the adoption of Map C choice for redistricting, we will do roll call on the vote for Redistricting.

The motion carried the vote 5-2

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Nay
Councilman Ray Smith	Nay
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated that the motion carried.

Mayor Frank Rabil asked for order in the Chambers.

Utility Billing Policy Change

City Manager Amanda Jarratt stated that utility billing policy was drafted in an effort to incorporate recommendations that staff located from other utilities, the only additional change other than what was

reviewed at the last City Council meeting was the addition of language regarding the return check fee. All changes are noted in red.

Mayor Frank Rabil asked if there were any questions or comments regarding the changes.

Councilwoman Wynndolyn Copeland stated that she would want the citizens to be able to review this policy. City Manager Amanda Jarratt stated that yes, the first being the removal of the cycle and save participation requirement to be on the budget billing plan, the City does offer budget billing which allows the citizen to make one standard payment over an eleven (11) month period and then on the twelfth (12) month the citizen pays true up that is based on the average utility bill for the property.

City Manager Amanda Jarratt stated that previously, it required participation in the cycle and save program, the recommendation is that to be removed. Second, it does offer a long term payment plan, it allows a balance to be paid over twelve (12) month period, knowing must be up-to-date and must pay the monthly bill that is due and separate that balance over twelve (12) month period. The third change is to add a second extension within a twelve (12) month period, which must be separated by six (6) months, which prevents someone to becoming so much in a debt that agencies and organizations aren't able to help those in need.

City Manager Amanda Jarratt stated the last change was clarifying the return check policy which states once you have a return check a note is added to the account and after three (3) return checks the citizen lose the ability to utilize a check for a year. After the fourth (4) return check after the year, the citizen would be restricted indefinitely from being able to use a check.

Councilman Linwood Johnson asked for clarity, if a person writes four (4) returned checks, they would be restricted from using checks as payment. City Manager Jarratt stated that yes, after the fourth (4), the person would need to pay with cash or money order.

Mayor Frank Rabil asked if the Council had any other questions.

Councilman Linwood Johnson made a motion to adopt the utility billing policy change with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated that the motion carries unanimously.

City Manager Amanda Jarratt stated that she will have this policy printed, there will need to be a meeting with the utility staff this week to notify them of the change, to start implementing the changes.

City Manager Report

General Update:

- Staff continues to work with the owners and Management Company of Berkley Court Apartment complex to resolve the remaining outstanding issues related to the recent explosion.
- Staff continues to work on the proposed Compensation Study and plan to present recommendations at an upcoming work session.
- Staff continues to work on the Laurel Street pre-contract activities for the CDBG grant.

Community Events:

- Independence Day Celebration June 29, 2022

Mayor Frank Rabil asked City Manager Amanda Jarratt to start the discussion regarding Berkley Court and then go in discussion with Councilman Gregory McLemore.

City Manager Amanda Jarratt stated that the incident with Berkley Court was indeed a tragedy and very complex and complicated, the City's role is to ensure that safety matters are protected and that the City does not have any additional tragedies. At the moment, the owners and management with the City issued a joint press release last week, that indicated because of the length of time without hot water, hotel stays have been provided for the individuals that wish to be relocated, the other option for the individuals that choose to stay in the apartment, would not have to pay rent and that the shower trailers would stay on site. What the property management team and owners are trying to do is convert the hot water heaters from propane to electric.

City Manager Amanda Jarratt stated that keep in mind that the panel box that served the apartments have to have enough room to accommodate the draw of an electrical hot water heater. There are 120amp panel boxes and there would need to be a 30amp hot water heater. The owners believe they have found a contractor that can do the work, electrical permits are required, and this would have to go through the normal inspection process. The City will expedite the permit process, however, the SCC, which is the regulatory agency, for propane distribution, has indicated that they don't want any work to be done until the investigation is completed, which is scheduled for the last week in May 2022. The goal is to make sure the investigation is complete before any work is done. The owners are working with SCC to get that process expedited, although, nothing is moving at a slow pace.

City Manager Amanda Jarratt stated that an additional eight (8) families were relocated; the information was relayed to the Superintendent of the Franklin City Public Schools of the children relocated.

Councilman Bobby Cutchins asked if it is known yet if the hot water heaters were ordered. City Manager Amanda Jarratt stated they have not yet; the property management team is trying to make sure that the analysis of the panel box is the appropriate size to allow for a 30amp water heater.

Councilman Linwood Johnson asked the timeline of the investigation versus doing the other equipment, is that coming to a conclusion. City Manager Amanda Jarratt stated that they are running parallel tracks,

not waiting for the investigation to be complete to pursue contractors' bids for the hot water heaters and panels' exchange. They are working on that now.

Councilwoman Wynndolyn Copeland asked what role is the City in regards to inspections of the apartments. City Manager Amanda Jarratt stated because the property is privately owned, the City does not have a role in inspections of individual apartments. Where the City would inspect is in the case if someone applied for a permit or if someone filed a complaint that a house is unsafe or unsanitary. That would start the process of the City involvement, now due to federal funds that come into this property; they are required to do annual HUD inspections. The HUD inspections are for conditions for the smoke detectors, fire extinguishers, adequate appliances, etc.

City Manager Amanda Jarratt stated that a call would be placed to HUD to see when the last annual inspection was completed and the score of that inspection. Initially, the City notified HUD of the explosion.

Councilman Mark Kitchen stated to the residents, that the City of Franklin is doing everything in their power/ability to get things done for the residents.

Councilman Gregory McLemore stated that City Manager Amanda Jarratt has been on top of things since the explosion happened, there are still misconceptions going on, a recent report stated that tanks would be delivered this week, please know that the information given in the new report was incorrect. This is a very complex situation, it is true this is a private property and it is not really the responsibility of the City to make this whole, but the City is doing its part to assist. A process must be followed before anything can be put into place for the safety of the residents of Berkley Court. Please consider these things and be patient with the City of Franklin.

Councilman Gregory McLemore stated that because the residents have to heat water on the electric stoves, their utility bill will increase, Councilman McLemore believes that it is in the power of Council to adjust utility bills of the residents of Berkley Court.

Councilman Gregory McLemore made a motion to adjust residents of Berkley Court utility bills with a second from Councilman Linwood Johnson.

Mayor Frank Rabil asked if there was any discussion or questions regarding the motion.

Councilwoman Wynndolyn Copeland asked Councilman McLemore to be more specific. Councilman McLemore stated that if the City knows what the resident's average bill is, the City to give a 5%-10% reduction on their utility statement.

Councilman Mark Kitchen asked is this software situation or just deducting a certain percentage. City Manager Amanda Jarratt stated with not having the knowledge of this being added to the agenda, there would need to be time to prepare and would need clarification for the Council, taking into consideration those that were relocated and not living in the homes at the moment, as well as those that remain.

Mayor Frank Rabil stated that he believes the intent is to help those individuals, the Council is not sure of the level that the Council can do to help. If City Manager Jarratt could do some research and see what could be done. There is no issue with the motion on the floor, it would be better to have City Manager Jarratt look into it with an impact point of view with the intent that the Council would like to do something.

Councilman Gregory McLemore stated with all due respect the details could be worked out, but City Manager Jarratt would have marching orders from Council.

Councilman Gregory McLemore made a motion to no rescind the motion but restate the motion to provide adjustment for the residents of Berkley Court utility bills pending the evaluation with a second from Councilwoman Wynndolyn Copeland.

Councilman Linwood Johnson stated that there needs to be future research and discussion to make sure there is a proper deduction.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Vice Mayor Bobby Cutchins	Aye

Mayor Frank Rabil stated that the motion carries unanimously.

Mayor Frank Rabil stated that there has been extensive discussion and questions with Berkley Court; it is not up to the City to perform the inspections or for the City to put input on the lease agreements that is between the tenants and private organization they rent from. The City will do what it can to expedite any type of improvements that need to be made. Councilwoman Wynndolyn Copeland stated that City Manager Amanda Jarratt would research when the last inspections took place with HUD.

City Manager Amanda Jarratt reported the Lumberjack festival had a great turnout. City Manager Jarratt reminded Council about School Board seats for Ward 2 and 5 are expiring on June 30, 2022; there will be an advertisement for the next City Council meeting on May 23, 2022. Anyone who wishes to be seated on the School Board must be nominated at the Public Hearing. Once the nomination go in Council can then decide to conduct interviews.

Councilman Gregory McLemore stated that now the decision has been made on redistricting, question for the electoral board, when the new maps would affect the citizens; would they be voting on the new map in the November election.

Ms. Jennifer Maynard, Vote Registrar, stated that the maps would be in effect for the November election, the City is currently working on the statewide items that are already in place, those notices will be mailed out around June 1, 2022, and there is a Republican primary. The changes for the City will not be pushed through until after June 21. The citizens will be voting on the new wards in November 2022.

City Attorney Vivian Giles stated to further explain the process, now that the map has been determined, an ordinance will come before the Council that will describe the outline of each ward. Once that is adopted, it will then go to the Attorney General's office to be certified, which completes the process from there.

Councilman Gregory McLemore asked how the Council would know the new citizens the Council would reach out to for the new wards.

Mayor Frank Rabil and City Attorney Vivian Giles stated that Councilman Ray Smith would remain in his seat until his term expires. Councilman Gregory McLemore asked if Councilman Smith would be in his seat until 2024 when his term expires. City Attorney Vivian Giles reiterated that Councilman Ray Smith would continue in his seat until his term expires.

Council/Staff Reports on Boards/Commissions

There being no further items to discuss, Mayor Frank Rabil entertained a motion to go into closed session.

Councilman Linwood Johnson stated that the information given to Council regarding future legislative issues, which could affect the City and other localities if adopted. At this point, it is unknown.

Councilman Ray Smith asked for more clarification regarding his term. City Attorney Vivian Giles stated that Councilman Smith is to continue his term until it expires. Ms. Jennifer Maynard, Registrar stated that the seats coming up for election in November 2022 are Mayor, Ward 3, 5, and 6.

Mayor Frank Rabil entertained a motion to go into closed session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority Board of Commissioners, Industrial Development Authority, Board of Zoning Appeals and

2.2-3711-A-5, discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armor Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of the public body specifically regarding health insurance of a City retiree, and Sanford vs. City of Franklin.

A motion was made by Councilman Mark R. Kitchen with a second by Councilman Linwood Johnson to go into Closed Session.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

MINUTES FROM THE MAY 9, 2022 REGULAR CITY COUNCIL MEETING

Councilwoman Wynndolyn Copeland Aye

Councilman Mark Kitchen Aye

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Frank Rabil Aye

Vice Mayor Bobby Cutchins Aye

Closed Session

A motion was made by Councilman Mark Kitchen to certify the May 9, 2022 Closed Session. Councilman Linwood Johnson seconded the motion.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilwoman Wynndolyn Copeland Aye

Councilman Mark Kitchen Aye

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Frank Rabil Aye

Vice Mayor Bobby Cutchins Aye

Mayor Frank Rabil stated that the motion carries unanimously.

Adjournment

Councilman Gregory McLemore adjourned the May 9, 2022 Closed Session with a seconded by Councilman Linwood Johnson

The motion carried the vote 7-0

The vote was as follows:

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilwoman Wynndolyn Copeland Aye

Councilman Mark Kitchen Aye

MINUTES FROM THE MAY 9, 2022 REGULAR CITY COUNCIL MEETING

Councilman Ray Smith **Aye**

Councilman Gregory McLemore **Aye**

Mayor Frank Rabil **Aye**

Vice Mayor Bobby Cutchins **Aye**

The May 9, 2022 City Council meeting was adjourned at 8:23 PM

Mayor

Clerk to City Council



Resolution #2022- 13
Resolution of Appreciation to
Leslie S. Pearce

WHEREAS, The City of Franklin would like to recognize the retirement of Leslie S. Pearce, who has served the City of Franklin for twenty-seven years; and

WHEREAS, Leslie S. Pearce served as a true Ambassador for the City of Franklin in the various roles she served in during her employment with the City of Franklin; and

WHEREAS, Leslie S. Pearce was instrumental in the success of the Local Emergency Planning Committee while coordinating meeting schedules, locations, and serving as the committee secretary; and

WHEREAS, Leslie S. Pearce planned and executed numerous blood drives giving local citizens an opportunity to donate a vital gift of love; and

WHEREAS, Leslie S. Pearce coordinated numerous fire prevention activities for the local schools in an effort to educate the vulnerable age groups of the hazards of fires and the importance of fire safety; and

WHEREAS, Leslie S. Pearce served in the Emergency Operations Center when activated during Hurricanes Floyd, Isabel, Irene, and the 2006 flood. She has played a vital role in the documentation and submission of storm related losses subsequently resulting in the reimbursement of millions of dollars; and

WHEREAS, Leslie S. Pearce assisted with the preparation, submission and award management of numerous Department of Homeland Security, VA Office of EMS, SAFER, and AFG grants leading to the successful award of millions in funding to help with the financial support of the Fire, EMS, and Emergency Management activities of the City of Franklin; and

WHEREAS, Leslie S. Pearce has been a contributing member of the ISO re-evaluation team. That organized records and prepared requested documents from ISO. Which resulted in the improvement of the City's ISO rating from a 6/9 to a 3/3; and

WHEREAS, Leslie S. Pearce played a key role in the City of Franklin's research and implementation of contract EMS billing and electronic EMS reporting software, which has resulted in millions of dollars of revenue recovered for billable EMS services provided; and

WHEREAS, Leslie S. Pearce served a pivotal role for the Fire Department to expand its EMS services throughout Southampton County; now

THEREFORE, BE IT RESOLVED, the Franklin City Council Honors the Exceptional Service of Leslie S. Pearce; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold Leslie Pearce, thereby forever preserving and recording its gratitude

Signed this 23rd day of May 2022

Frank Rabil, Mayor
City of Franklin, Virginia



EMS Week
May 15-21, 2022
Resolution #2022-14

WHEREAS, Emergency Medical Services is a vital public service; and

WHEREAS, the members of Emergency Medical Services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, Emergency Medical Services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the Emergency Medical Services system consists of first responders, Emergency Medical Technicians, Paramedics, Emergency Medical Dispatchers, Firefighters, Police Officers, Educators, Administrators, pre-hospital Nurses, Emergency Nurses, Emergency Physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of Emergency Medical Services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of Emergency Medical Services providers by designating Emergency Medical Services Week; now

THEREFORE, I, Frank Rabil, Mayor of the City of Franklin, Virginia in recognition of this event do hereby proclaim the week of May 15-21, 2022, as Emergency Medical Services week.

Signed this 23rd day of May 2022

Frank Rabil, Mayor
City of Franklin, Virginia



National Public Works Week Proclamation
May 15–21, 2022
Resolution #2022-15

WHEREAS, Public Works Professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the City of Franklin, Virginia; and,

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of Public Works Professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Franklin, Virginia to gain knowledge and maintain ongoing interest and understanding of the importance of Public Works first responders and Public Works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association, be it now,

THEREFORE, I, Frank Rabil, Mayor of the City of Franklin, Virginia, do hereby designate the week May 15–21, 2022, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our Public Works Professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Signed this 23rd day of May 2022.

Frank Rabil, Mayor
City of Franklin, Virginia



*Office of the City Manager
Amanda C. Jarratt*

May 17, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Ward 2 and Ward 4 School Board Appointment

Background Information

The terms for the Ward 2 and Ward 5 seats on the City of Franklin School Board are scheduled to end on June 30, 2022. The public notice was properly run in the Tidewater News to advertise the public hearing. An individual must be nominated during the public hearing in order to be considered for a position on the Franklin City School Board.

Needed Action

Conduct the public hearing and provide guidance to staff on next steps.



*Office of the City Manager
Amanda C. Jarratt*

May 17, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Roof Replacement Projects Franklin City Public Schools

Background Information

As previously discussed by Franklin City and Council and the Franklin School Board there are numerous capital projects needed in support of the school system. The roof replacement at Franklin High School and S.P. Morton Elementary School have become incredibly time sensitive. For the protection of the building and in order to coordinate the construction during the summer it is imperative that staff start working on the financing of this project soon.

Needed Action

Provide direction to staff on pursuing the project in coordinate with Davenport and Franklin City Public Schools.

Franklin City Public Schools

FY 2023 Capital Budget Request

Jeff Ryder – Assistant Superintendent Finance and Federal Programs

Approved by BOE at March 3, 2022 Work Session



FRANKLIN CITY PUBLIC SCHOOLS | WWW.FCPSVA.ORG

FRANKLIN CITY PUBLIC SCHOOLS
Most Urgent Capital repairs for 2022-2023

DESCRIPTION	LOCATION	Orig Est	Priority 2022	Revised Estimate	ESSR III Avail	Local
Roofing Replacements and Repairs	Franklin High School	\$200,000	1	\$933,000	\$0	\$933,000
Parking Lot Paving	Franklin High School	\$70,000	2	\$70,000	\$0	\$70,000
Refinish Breezeways (Security per VDOE)	Franklin High School	\$20,000	3	\$20,000	\$0	\$20,000
Bathroom Demo & Refurbish	Franklin High School	\$600,000		\$837,375	\$600,000	\$237,375
Plumbing Repairs and Replacment	JP King Middle School	\$40,000	1	\$70,000	\$0	\$70,000
Auditorium Duct Cleaning and Repair	JP King Middle School	\$25,000	2	\$25,000	\$0	\$25,000
Modular Demo & Purchase	JP King Middle School	\$400,000	3	\$574,358	\$500,000	\$74,358
Parking Lot Paving	JP King Middle School	\$90,000	4	\$90,000	\$0	\$90,000
Bathroom Demo & Refurbish	JP King Middle School	\$580,000		\$913,500	\$580,000	\$333,500
Roofing Replacements and Repairs	SP Morton Elementary	\$750,000	1	\$933,000	\$0	\$933,000
1/2 COST Cooling tower SPM Local Match	SP Morton Elementary	\$200,000	2	\$200,000	\$0	\$200,000
Modular Demo & Purchase	SP Morton Elementary	\$800,000	3	\$986,854	\$900,000	\$86,854
Parking Lot Paving	SP Morton Elementary	\$30,000	4	\$30,000	\$0	\$30,000
Window repair	SP Morton Elementary	\$750,000	5	\$750,000	\$0	\$750,000
Gym floor replacement at SPM	SP Morton Elementary	\$60,000		\$117,500	\$0	\$117,500

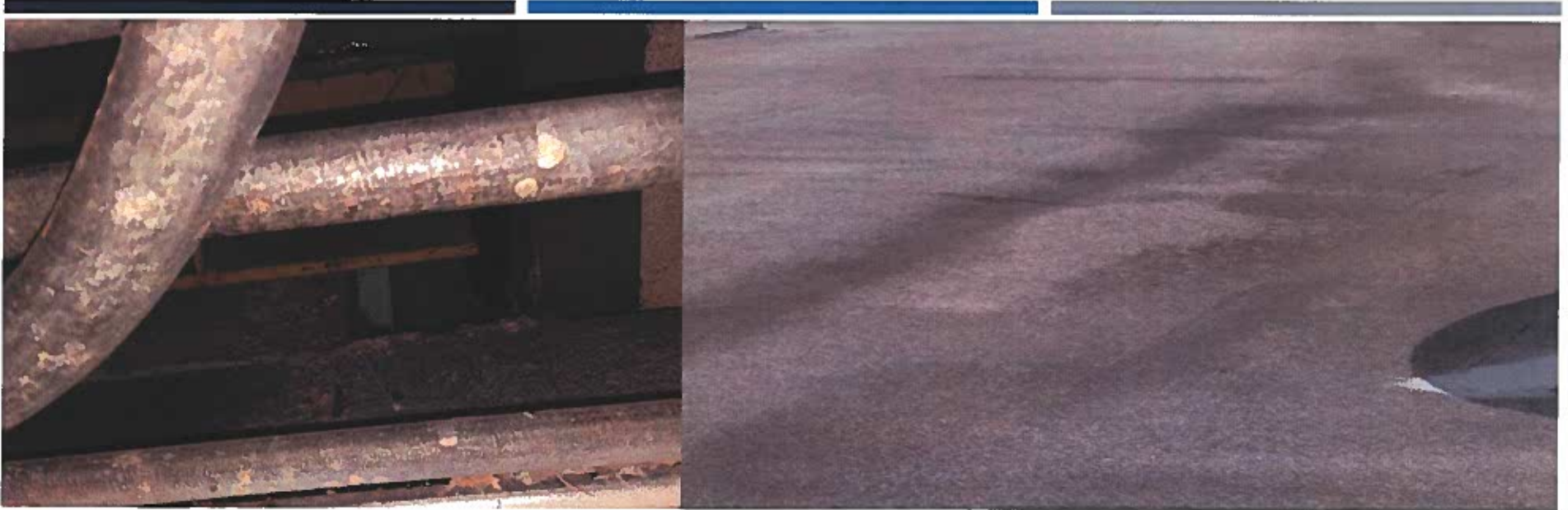
file locator: CIP folder / Capital Improvement Plan for FY 2021-2027 Tab 2





FHS Roof

Specific areas of asphalt and gravel roofs and flashing throughout the facility require replacement. As these are gravel roofs, patching is not effective in sealing the membranes. This causes water intrusion, damaging structural components and critical building systems, such as the fire alarms- pictured top left.



SPM Roof Repairs

The roof must be repaired as soon as possible. Water intrusion has caused rust and structural damage to the decking, pictured top left, and the roof surface shows signs of sinking and flexing where various leaks are taking place, pictured top right.

STAFF REPORT

ISSUE:

HOME Program - Housing Rehabilitation Monthly Loan Payment Forgiveness

ELECTION DISTRICT:

All Districts

DESCRIPTION:

Over the past several decades, the City of Franklin has been providing housing rehabilitation to eligible residents and neighborhoods via two (2) funding programs, the Western Tidewater HOME Consortium and the Virginia Department of Housing and Community Development (DHCD) Community Development Block Grant (CDBG). Funds under the HOME program come directly from the U. S. Department of Housing and Urban Development (HUD), and do not pass through DHCD and are therefore are not directly subject to DHCD guidance.

Although from different funding sources, both programs have the same income eligibility criteria, which the City applies consistently. The City also requires assisted households to pay a \$25 mandatory minimum monthly housing payment regardless of the funding source.

In 2020 due to the COVID-19 pandemic, DHCD issued a quarterly moratorium for CDBG funded projects, suspending all monthly housing rehabilitation loan payments, completely forgiving the loan payments for the period of moratorium. The moratorium extended for several periods during 2020 and 2021 with DHCD finally revising its policy to “completely forgive” all loan payments until further notice including past due, current and future payments.

DHCD’s moratorium did not apply to HOME funded projects; therefore, the City continued to accept monthly payments for HOME funded projects. However, because the City has applied these programs consistently throughout the City, staff recommends that the monthly loan payment forgiveness also apply to the HOME funded projects, effectively immediately. Staff further recommends that moving forward, DHCD’s moratorium

guidance apply consistently to the HOME funded projects, providing equity across both programs regardless of the funding source.

STAFF RECOMMENDATION:

Staff recommends that City Council apply the loan forgiveness policy to the HOME Program consistent with the projects funded under the CDBG Program, forgiving all past due, current and future payments, effective immediately.



*Amanda C. Jarratt
City Manager*

May 23, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Pay Administration Policy Section 202

Background Information

City staff continues to update the City of Franklin Personnel Policies. Section 202 of the Personnel Policy Manual, discusses the Pay Administration. On Monday, May 9, 2022, City Council unanimously approved the FY 23 budget that includes a 3% COLA increase combined with a 2% merit increase for employees. The current policy under Effective Date of Increase, currently states new employees shall receive any salary increase at the conclusion of their probationary period (12 months). In an effort to attract and retain staff, management would like to amend the current policy to include the following.

- Annual salary increases are dependent on availability of funding and employee performance. In special circumstances, employee salary adjustments and meritorious service may be increased in less than a year, on occasion, to address internal salary compression, external pressure in high demand areas, and/or retention issues per City Manager's approval.

Needed Action

Adopt the amended Pay Administration Policy as presented.



*Office of the City Manager
Amanda C. Jarratt*

May 20, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Code of Ethics

Background

Staff was asked to present City Council with a Code of Ethics. Attached for your consideration is a Code of Ethics based on the ICMA Ethics guide and other localities in Virginia.

Needed Action

Discuss and provide direction to staff.



**CITY OF FRANKLIN
CITY COUNCIL
CODE OF ETHICS**

Preamble

The citizens and businesses of the City of Franklin, Virginia, are entitled to fair, ethical, and accountable local government, which serves as a model for integrity. Effective democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting them; that public officials be independent, impartial and fair in their judgement and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of mutual respect and civility.

To this end, the City of Franklin City Council has adopted this Code of Ethics for members of the Council and the commissions, and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the City of Franklin and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the City of Franklin City Council, or its appointed boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the United States, the Commonwealth of Virginia, and the City of Franklin in the performance of their public duties. These laws include, but are not limited to, the United States and Virginia constitutions; the Code of Virginia; the Code of the City of Franklin; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and uncodified county and/or city ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Council, its appointed boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council and its boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall fully prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the City Council or its boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

A member should never accept for himself/herself or for family members, favors, or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

11. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as city staff time, equipment, supplies, or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the City Council or any board, committee, commission, or proceeding of the City of Franklin on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, Council shall explicitly state they do not represent their body or The City of Franklin, nor will they allow the inference that they do

14. Policy Role of Members

The City Council determines the policies of the City with the advice, information, and analysis provided by the public, boards, commissions, and committees, and the City staff. The City Council delegates authority for the administration of the City to the City Administrator.

Members, therefore, shall not interfere with the administrative functions of the City or the professional duties of the City staff; nor shall they impair the ability of staff to implement City policy decisions.

15. Independence of Council and Commissions

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the City Council shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with the City employees and in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the City, the City of Franklin Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, these ethical standards shall be included in the regular orientations for candidates for the City Council, applicants to the boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the City of Franklin Code of Ethics. In addition, the City Council, boards, committees, and commissions, shall annually review the Code of Ethics and the City Council shall consider recommendations from boards, committees, and commissions to update it as necessary.

18. Compliance and Enforcement

The City of Franklin Code of Ethics expresses standards of ethical conduct expected of members of the City Council, and its boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Mayor, Vice-Mayor, and other members of Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as public or private reprimand, formal censure, or loss of seniority or committee assignment. Where allowed by law, the City Council also may remove members from Council appointed boards, committees, and commissions from office.

In enforcing the provisions of this code of ethics, The Council shall take reasonable steps to assure a fair hearing guided by the principles of due process that is guaranteed by the Constitution of Virginia and the 14th amendment of the Constitution of the United States.

A violation of the Code of Ethics shall not be considered a basis for challenging the validity of the City Council, board, committee, or commission decision.

**THE CITY OF FRANKLIN CITY COUNCIL,
AND ITS BOARD, COMMITTEE, AND COMMISSION APPOINTEES
MEMBER STATEMENT**

As a member of the City Council, City of Franklin board, committee, or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the City and conduct myself by the following standards. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the City of Franklin;
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the City of Franklin Code of Ethics.

Print Name: _____

Signature: _____

Title: _____

Date: _____



*Office of the City Manager
Amanda C. Jarratt*

May 17, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work with the owners and management company of the Berkley Court Apartment complex to resolve the remaining outstanding issues related to the recent explosion.
- Staff continues to work on the Laurel Street precontract activities for the CDBG grant.

Community Events

- Independence Day Celebration June 29, 2022
- National Night Out August 2, 2022



ECONOMIC IMPACT 2021

Number of Employees:	Full Time	98
	Part Time	76
Average Salary (FT employees only):		\$75,479.92
Client Rent Paid to Franklin:		\$158,838.41 *
Taxes Paid to Franklin:		\$32,701.00
Taxes Paid to Virginia		\$136,514.00
Taxes Paid to IRS:		\$208,926.00
Total Business Profits:		\$1,321,813.00

Eight new and expanding clients signed leases at the Franklin Business Center.

*Budgeted for \$ 120,000.00. July 21-June 22 (will be updated for exact at end of year)